

LOS ANGELES COUNTY COMMISSION FOR WOMEN
PUBLIC RELATIONS AND SOCIAL MEDIA COMMITTEE
Commission website: laccw.lacounty.gov

WORKING DRAFT
MEETING MINUTES
AUGUST 25, 2016
Meeting was held via Teleconference

Call to Order:

The meeting was called to order by Chair Govine at 2:05 p.m.

Attendees:

Chair Gerda Govine, Ed.D., Becky Shevlin, Vice Chair; Commissioner Nancy L. Cohen, Ph.D.; and Commissioner Lindsay Louie.

Unable to attend:

Commissioner Karriann Farrell Hinds and Commissioner Imelda Padilla.

Administrative Matters:

Since the Commission website is a portal for viewers to see who we are what we do, committee members voiced their concern about the website, specifically: (1) content, (2) posting requirements including length, (3) capacity to handle video clips in terms of space limits, (4) timely process for updating what we already have on the website and additions or deletions to the website, i.e., photographs from Annual Luncheon, Resilience Scholarship Program at Supervisors' Board meeting and Commission members with recipients and their families at annual meetings; (5) information regarding permission process to add social media to the site, i.e., Facebook, Twitter, Instagram and Linked In, i.e., to add and update Commission and Commission related events and (6) which staff member(s) are responsible for posting to the website.

Items discussed by Committee members:

1. Commission Report on Status of Women
The 2016 full report with a new introduction by Commissioner Cohen was uploaded to the Commission website.
2. Commission bios and photographs are on the website with some updates needed.

3. At present, access on the website for Commission agendas and minutes requires that users go to the portal.lacounty.gov, which is timely and complicated. The Committee would like for users to access this information directly from the Commission website.
4. Annual Luncheon
Link needed to direct users to sponsorship opportunity ASAP since the deadline for sponsorship applicants is October 2016.
5. Review list of Commission partner groups and supporters to determine changes needed.

Action Items for Committee members:

- The chair encourages each member to provide any additional suggested changes to her by September 1st so that the final draft could be presented to the Commission for approval at the September 12, 2016 meeting.
- A Workplan will be developed as the Committee interacts with staff, Committee members and the Commission, to resolve the numerous questions and concerns raised at the August 25, 2016 meeting and subsequent meetings.
- The next Public Relations and Social Media Committee will be held September 2016. Location, date and time TBD.

Adjournment:

The meeting adjourned at 2:23 p.m.

Submitted by Chair Gerda Govine: August 31, 2016